



Twice As Nice Mother & Child

# **PARTNER AGENCY APPLICATION AND AGREEMENT**

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## Twice As Nice Mother & Child Partner Agency Application

Twice As Nice Mother & Child is a nonprofit 501(c)(3) organization that provides gently used items and other assistance to families free of charge. We help partner agencies and organizations that are working with families in crisis to meet their need for children's clothing/shoes, maternity wear, baby equipment, children's books, disposable diapers, wipes and infant formula. All of the assistance that we offer, including diapers and wipes, is provided at no charge to approved partner agencies. The quantity of items available for distribution, including disposable diapers and wipes, is dependent upon inventory levels and subject to change without notice.

Twice As Nice Mother & Child does not provide items to every agency or organization in need. Selection criteria has been developed to ensure that we establish collaborative and long-term relationships. Our partners must have an excellent reputation in the community, provide a high quality of case work and limit the duplication of services. We reserve the right to approve or decline applications based on a variety of criteria as well as community need.

### AGENCY INFORMATION

Agency/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Executive Director's Name: \_\_\_\_\_

Contact Name (if Different): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Agency Mission: \_\_\_\_\_

Brief Description of Social Services Provided: \_\_\_\_\_

Counties/Areas Served: \_\_\_\_\_

Families/People Served Each Year: \_\_\_\_\_ Families/People in Need of Diapers Each Year: \_\_\_\_\_

What percentage of your clients fall below the Federal poverty line? \_\_\_\_\_

What items are your clients most in need of?	Children's Clothing	Children's Shoes	Maternity Wear
Baby Equipment	Diapers/Wipes/Pull-Ups	Infant Formula	Books
Other _____			

Do you distribute diapers?	Yes	No	Do you distribute training pants?	Yes	No
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How many diapers does each child receive? \_\_\_\_\_

How many training pants does each child receive? \_\_\_\_\_

Is your agency, or any division of your agency, a diaper bank or diaper pantry? Yes No

What size diapers do you typically need? Newborn 1 2 3 4 5 6

Do you distribute infant formula? Yes No If yes, how often? \_\_\_\_\_

How much infant formula does each child receive? \_\_\_\_\_

## PARTNER AGENCY AGREEMENT

The provision and distribution of gently used items and other assistance is a joint effort between Twice As Nice Mother & Child and our partner agencies. Partner agencies agree to the following to ensure that the community can continue to receive this service (***please initial each item on the line provided***):

1. All items provided by Twice As Nice Mother & Child must be distributed directly to the clients of the recipient agency without charge and without discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, gender identity or marital/family status. \_\_\_\_\_
2. The items provided by Twice As Nice Mother & Child are to be used as one part in a broader effort by the recipient agency to assist those in need. The recipient agency, therefore, will not distribute items to individuals or families without providing some level of case management to the individual or family so that they may have the opportunity to work towards self-sufficiency. Furthermore, any items provided by Twice As Nice Mother & Child will not be re-distributed to another agency for use. \_\_\_\_\_
3. The items received from Twice As Nice Mother & Child may not be sold, bartered, exchanged or taken by volunteers, officers, clergy or employees for personal use. Furthermore, no items received may be used for fundraising events, auctions or raffles. As outlined in the Internal Revenue Code Section 170(e)(3), all items that you receive from Twice As Nice Mother & Child must be used solely for the care of the ill, needy or minors, pursuant to your organization's charitable purpose. \_\_\_\_\_
4. The recipient agency agrees to make every effort to avoid duplication of services with other agencies and to avoid providing items from Twice As Nice Mother & Child to clients who will sell, exchange or barter them.  
\_\_\_\_\_
5. The recipient agency agrees to commit to and complete at least two items from the Collaborative Partnership Agreement list every year. \_\_\_\_\_
6. The recipient agency agrees to comply with the annual reporting requirements for Twice As Nice Mother & Child and to notify us of any changes in your organization's contact information or mission. Basic demographics will be recorded by the recipient agency so that Twice As Nice Mother & Child may gather, upon request, information about how many individuals and/or families were served by the items that we provided to them. \_\_\_\_\_
7. The recipient agency agrees to pick up their requested items from our warehouse during normal business hours (Monday – Friday, 8:00 am to 2:30 pm). An appointment is required for every pick-up and each pick-up must be handled by an agency representative. ***Our warehouse address is not to be shared with families.*** \_\_\_\_\_
8. The recipient agency will not refer clients to visit or contact Twice As Nice Mother & Child directly for items. It is the responsibility of the recipient agency to ensure that its staff is aware of this policy. \_\_\_\_\_
9. Twice As Nice Mother & Child may reject or cancel partnership with the recipient agency at any time due to the lack of resources, the failure of the recipient agency to comply with partnership requirements or various other reasons. \_\_\_\_\_
10. The partner agency agrees to indemnify, defend and hold harmless Twice As Nice Mother & Child from any and all liabilities for the quality or safety of the gently used items received as donations or purchased by Twice As Nice Mother & Child and then donated by our organization to the partner agency. Furthermore, the partner agency hereby forever releases and discharges Twice As Nice Mother & Child, its officers, directors and volunteers from any and all claims for any known, unknown or future damages because of the quality or safety of the gently used items. \_\_\_\_\_

## COLLABORATIVE PARTNERSHIP AGREEMENT

As with all cross-organizational partnerships, each partner is expected to contribute and collaborate with one another to realize the success of each organization's mission-defined goals. Partnership with Twice As Nice Mother & Child is no different.

We ask that you review the items listed below and choose at least two that your agency can commit to completing within the next twelve months.

- Host a diaper drive for Twice As Nice Mother & Child through your agency (toolkit will be provided)
- Host an infant formula drive for Twice As Nice Mother & Child through your agency (toolkit will be provided)
- Include an article about Twice As Nice Mother & Child in your agency's newsletter or on your website at least once during the coming year encouraging your supporters to donate diapers and/or infant formula to us. We are more than happy to provide content and images for you!
- Provide volunteers from your agency for Twice As Nice Mother & Child events
- Invite Twice As Nice Mother & Child to table events that your agency holds or will be attending
- Share success stories from your clients who have received items from Twice As Nice Mother & Child
- Place a link to Twice As Nice Mother & Child on your website (logo and link will be provided for you)
- Encourage your supporters to donate their gently used items (children's clothing/shoes, maternity wear, baby equipment, children's books) to Twice As Nice Mother & Child. We provide home pick-up service for donations!
- Other ideas for collaborative partnership (beyond word of mouth):

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**Tell us about upcoming events! We would love to know about your special events so that we may attend, participate or sponsor. Please place us on your mailing list and contact us for other ways that we can collaborate with you!**

Twice As Nice Mother & Child reserves the right to remove an agency from its recipient partner list if the agency does not adhere to the terms of this agreement, or if any information submitted on its application is found to be false or inaccurate. Written notice will be provided in the event that we will no longer distribute items to your agency.

- I have read and agree to the terms of the Partner Agency Agreement and Collaborative Partnership Agreement.**

Signature of Executive Director: \_\_\_\_\_

Printed Name of Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* Please return the completed forms via email ([info@twiceasnicemc.org](mailto:info@twiceasnicemc.org)) or fax (224-656-6570). \*\***